

WOFFORD COLLEGE
Temporary Handicap Parking Pass Request
Internal Documentation Form

Medical Provider: Please complete the form completely. If additional accommodations are required please document that information in the space provided.

Date: _____

Please grant _____ a temporary handicap parking pass to expire on _____
Student Name

_____. This pass is required due to _____.
Date Diagnosis

Additional Information:

Signature of Medical Provider/Sports Medicine

Date

Student Instructions:

This completed form should be uploaded to the Accessibility Services Portal by the student requesting accommodations. It will then be reviewed by Accessibility Staff and the student will be notified about the status of your request.

Employee Instructions:

Employees may fax this form to the Wellness Center at (864) 597- 4379 to the attention of Accessibility Services. Your request will be reviewed and a staff member will contact you.

Please contact accessibilityservices@wofford.edu if you have additional questions.

Handicap Parking Policy

For Students:

In certain situations, a student may need a temporary handicap parking pass due to a medical or physical condition. The following procedure will ensure consistency and efficiency in the process.

- Student will request Parking Accommodations through the Student tab on myWofford. Student must visit the channel labeled "Wellness Center Accommodations" and provide documentation of a diagnosis requiring the parking accommodation. Documentation must include an assessment from the treating medical professional and time frame that the parking accommodation will be needed. Students receiving diagnoses and treatment from the Wellness Center or Sports Medicine should upload the Internal Documentation Form. **This form can be accessed by going to the Wellness Center page on the Wofford website..**
- Accessibility Services Staff will issue the student a *Temporary Handicap Parking Pass* to be displayed on the driver's side of the front dashboard.
- A copy of the *Temporary Handicap Parking Pass* will be sent to Campus Safety Office for their records

For Employees:

In certain situations, an employee of the college may need a temporary handicap parking pass due to a medical or physical condition. The following procedure will ensure consistency and efficiency in the process.

- Employees will request Parking Accommodations by emailing AccessibilityServices@wofford.edu. The employee should also submit documentation supporting their request to the Wellness Center by faxing it to (864)597-4379. An employee may also have an approved on campus medical provider complete the Internal Documentation Form that can be accessed at the Wellness Center page on the Wofford Website..
- Accessibility Services Staff will issue the student a *Temporary Handicap Parking Pass* to be displayed on the driver's side of the front dashboard.
- A copy of the *Temporary Handicap Parking Pass* will be sent to Campus Safety Office for their records